

# Political Subdivision AOB Reminder

## **DUE: August 5<sup>th</sup>, 2013** **Annual Operating Budget (AOB)**

To identify political subdivisions that must designate public officials required to file a personal financial disclosure (PFD) statement, (§105.483 & 105.485 RSMo), each subdivision is asked to electronically file their 2013 AOB information, including updating contact information if needed. It is the subdivision's responsibility to ensure both are correct.

### **E-File:**

- STEP 1: Go to our website [www.mec.mo.gov](http://www.mec.mo.gov), navigate to the Electronic Filing pane on middle left of home page, enter your MEC Online ID and continue with the log-in process (MEC ID & Password provided in the email sent July 17, 2013)
- STEP 2: Update subdivision contact information, if needed
- STEP 3: Confirm your 2013 AOB
- a. If AOB is over \$1 million, you will be required to provide a listing of those public officials who are required to file a PFD, notification of this requirement will be sent to you in November.
  - b. If AOB is \$1 million and under, your public officials, employees and candidates are not required to file a PFD and no further action will be required.

### **INSTRUCTIONS:**

1. Update Contact Information
  - a. Select Update Subdivision
  - b. Make necessary updates
  - c. Select *Continue*
  - d. Review updates
  - e. Select *Submit and Send Confirmation*
  - f.
2. Update AOB
  - a. Select the **GO** button for Annual Operating Budget (AOB)
  - b. Indicate AOB by selecting the appropriate box
  - c. Select *Continue*
  - d. Review updates
  - e. Select *Submit and Send Confirmation*

NOTE: If unable to file electronically, you may report your 2013 AOB by using the [Annual Operating Budget](#) form found on our website. Complete the form and return to our office by mail or fax to 573-526-4506. No confirmation will be mailed for receipt of a paper filing.